



# NEW AGENT \_\_\_\_\_ ON-BOARDING PACKET

**CBMP**  
**Onboarding Checklist**

Full Name:		Start Date:	
Nickname:		Brand/Office:	
Address:		Real Estate Lic.. #:	
Cell Phone:		NRDS#:	
Direct Phone:		Dash #:	
Fax or vFax:		MLS ID:	
Personal Email:		Website:	
Company Email:			
Onboarding Start Date:		Onboarding Completion Date:	

Task Items	Task	Responsible Party	Confirmed Initials	Date Completed
<b>Transfer Real Estate License</b>				
<a href="#">CO – Broker Associate</a>	Submit	Broker		
<a href="#">ID/WY – Responsible Broker/Partner and Assoc Broker/Broker/agent</a>	Submit	Manager		
<a href="#">NM transfer – Qualifying Broker and Broker</a>	Submit	Manager		
Independent Contractor Agreement	Submit	Manager		
Exhibit B Compensation Agreement	Submit	Manager		
Office Policy Manual – Review and Initial	Submit	Manager		
Office Handbook – Review and Initial	Submit	Manager		
Brokerage Relationship Agreement - Colorado	Submit	Manager		
Verification of MLS ID/Password CO – Summit (SAR)   Winter Park (GCAR)   Vail (VBOR)   Crested Butte ID/WY – (TBOR) NM – Santa Fe (SFAR)   NM Taos/Angel Fire (TCAR)	Verify	Admin		
<a href="https://form.jotform.com/211997274267165">Business Basics (https://form.jotform.com/211997274267165)</a>	Submit	Manager		
Emergency Contact Form	Submit	Manager		
<a href="#">W-9 Form (Current W-9)</a>	Submit	Admin		
Recurring Credit Card Payment Authorization Form	Submit	Admin		
Just Listed/Just Sold Post Card Authorization Form	Submit	Admin		
Global Conference Savings Plan	Submit	Admin		
Copy of Real Estate License	Submit	Admin		
Driver's License and Social Security Card	Submit	Admin		
Vehicle Insurance Form	Submit	Admin		
DMV/MVR Authorization Form	Submit	Admin		
Vehicle Operations Policy & Insurance Request Form	Submit	Admin		
Social Media Policy	Submit	Admin		
IT Technical Support Policy Form	Submit	Admin		
REALTOR* Safety Pledge	Submit	Admin		
Select Core Values	Submit	Admin		
Broker Wolf Profile	Submit	Admin		

**STOP! action REQUIRED: Email All Completed Items above to [OnBoarding@SelectGroupRe.com](mailto:OnBoarding@SelectGroupRe.com)**

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**Onboarding Checklist**

Task Items			Task	Responsible Party	Confirmed	Date Completed
					Initials	
New Broker Box						
Mail 50 Intro Postcard	Xpressdocs.com		ORDER	Admin		
Name Badge - 1	Xpressdocs.com		ORDER	Admin		
Business Cards - 100	Xpressdocs.com		ORDER	Admin		
Sign Riders -3	Dee Signs Ordering		ORDER	Admin		
Alarm Code or Key Assignment Code #			Assign	Admin		
IT Ticket - New Broker/agent Set Up	Set up computers and Devices		Provide & Verify	Admin		
Copier Code	Last 4 Digits of SSN:		Provide & Verify	Admin		
Have Broker/agent Print from his/her personal laptop to the printer.			Verify	Admin		
Personal Workspace	Order Name Plate		Order	Admin		
Mailbox Location	if applicable		Provide & Review	Admin		
Sales Meeting Schedule	Date & Time:		Provide & Review	Admin		
Floor-time Schedule			Provide & Review	Admin		
Office Opening & Closing Procedures			Provide & Review	Admin		
Office Phone Number & vFax are working			CONFIRM	Admin		
Have Broker/agent log into his/her company email			Verify	Broker		
Have Broker/agent send and receive email from his/her company email			Verify	Broker		
Have Broker/agent email marketing so he/she can be added to the company c			SETUP	Broker		
SNAP						
Create/Assign SNAP Website			SETUP	Admin/marketing		
SNAP Login. Create Short Cut on Broker/agents Computer and Login			Assign/Verify	Broker		
Ensure Broker/agent can navigate in SNAP	SNAP		Assign/Verify	Broker		
Have Broker/agent log into his/her company website			Assign/Verify	Broker		
Website Customization	WebsiteHelp@SelectGroupRe.com		EMAIL	Broker		
Upload Broker/agent's SOI to CRM using bulk upload and/or manually			Assign/Verify	Broker		
Ensure Broker/agent can add to their SOI manually			Assign/Verify	Broker		
Set up Xpressdocs Acct	Xpressdocs		SETUP	Broker		
Ensure Broker/agent can navigate in Xpressdocs			SETUP	Broker		
Prepare a digital piece from Xpressdocs, with Broker/agent, and send to your			SETUP	Broker		
Set Up Realtor.com Account	Realtor.com		SETUP	Broker		
Set up Contract Management platform account			SETUP	Admin		
Broker/agent Photo News	Marketing@SelectGroupRe.com		SUBMIT	Broker		
Email headshot to	marketing@selectgroupre.com		SUBMIT	Broker		
Select Academy						
Real Estate school, providing training courses, live workshops, coaching and events				www.selectgroupre.com/join/		
Training, Meetings available to view in SNAP			www.calendarwiz.com/selectgroup			
Register Broker/agent for Upcoming On-Boarding Class			Assign/Verify	Broker		
Sign up for Realtor Next Door (Must have a Credit Card on File)			SETUP	Broker		
Sign up for Select Success (Must have a Credit Card on File)						
Verify Broker/agent has SNAP Short Cut on Broker/agents Computer			Assign/Verify	Select Academy		
Ensure Broker/agent can navigate in SNAP (This will cover everything)			Assign/Verify	Select Academy		
Verify Broker/agent is Enrolled in Xpressdocs with a Credit Card on file			Assign/Verify	Select Academy		
Verify Broker/agent has sent Announcement Cards			Assign/Verify	Select Academy		
Prepare a digital piece from Xpressdocs, with Broker/agent, and send to			Assign/Verify	Select Academy		
Teach Broker/agent how to manually add to their SOI			Assign/Verify	Select Academy		
Have Broker/agent Send and E-card from SNAP			Assign/Verify	Select Academy		
Marketing Offerings						
My Select Group Blog				www.MySelectLife.com		
Commercial Division				Commercial@SelectGroupRe.com		
eBlast Properties				Orders@SelectGroupRe.com		
eNewsletters				WebsiteHelp@SelectGroupRe.com		
Horse & Ranch Division				HorseRanch@SelectGroupRe.com		
iSelect Calendar - Training & Events				Events@SelectGroupRe.com		

**CBMP  
Onboarding Checklist**

Luxury Division			<a href="mailto:LuxuryHomes@SelectGroupRe.com">LuxuryHomes@SelectGroupRe.com</a>	
New Broker/agent: Bio's, eSignature			<a href="mailto:Orders@SelectGroupRe.com">Orders@SelectGroupRe.com</a>	
Post Cards, Flyers and Social Media Print items			<a href="http://www.Xpressdocs.com">www.Xpressdocs.com</a>	
<i>Digital Magazine: Select Living - designed to promote luxury, commercial, horse &amp; ranch properties and preferred vendors</i>				
Division: Commercial - complete team to assist with aspects				
Division: Horse & Ranch - experienced team to help with all caveats of horse, ranch, farm properties				
Division: LUX luxury - design & social team to assist with boosted exposure & target marketing				
Referrals to be submitted through business development.			<a href="mailto:Leads@SelectGroupRe.com">Leads@SelectGroupRe.com</a>	
Blog: My Select Life - resource - content, Facebook banners, listing presentations can be found here			<a href="http://www.MySelectLife.com">www.MySelectLife.com</a>	
Marketing Questions Can be Submitted Here			<a href="mailto:marketing@selectgroupe.com">marketing@selectgroupe.com</a>	
Website Questions can be Submitted Here			<a href="mailto:Websites@SelectGroupRe.com">Websites@SelectGroupRe.com</a>	
<b>PASSWORDS</b>				
	<b>User Name</b>	<b>Password</b>	<b>Paid by Company/Broker</b>	<b>Questions?</b>
MLS			Broker	Manager
SNAP			Company	<a href="mailto:Marketing@selectgroupe.com">Marketing@selectgroupe.com</a>
MyCBDesk.com			Company	Admin
Company Email			Company	<a href="mailto:tech@selectgroupe.com">tech@selectgroupe.com</a>
Realtor.com			Company	<a href="mailto:realtor.com@selectgroupe.com">realtor.com@selectgroupe.com</a>
Xpressdocs			Company & Broker	<a href="mailto:marketing@selectgroupe.com">marketing@selectgroupe.com</a>
eSignature			Company	<a href="mailto:marketing@selectgroupe.com">marketing@selectgroupe.com</a>
<b>QUICK CONTACT GUIDE</b>				
Accounting/Commissions	Broker Wolf - Broker/agent Setup	Pam Byrd	(530) 237-1838	<a href="mailto:Onboarding@selectgroupe.com">Onboarding@selectgroupe.com</a>
	Commissions			<a href="mailto:CBMPCommissions@SelectGroupRe.com">CBMPCommissions@SelectGroupRe.com</a>
Business Development	Relocation, Lead Engine, Select Client Club		(916) 536-4254	<a href="mailto:ClientServices@SelectGroupRe.com">ClientServices@SelectGroupRe.com</a>
Human Resources	Contract questions, DMV, Insurance, etc.	Angie Klein	(530) 237-1871	<a href="mailto:HR@SelectGroupRe.com">HR@SelectGroupRe.com</a>
IT Team	Computer, Email, Phone, Network Issues			<a href="mailto:tech@selectgroupe.com">tech@selectgroupe.com</a>
Marketing Team	Questions			<a href="mailto:Marketing@SelectGroupRe.com">Marketing@SelectGroupRe.com</a>
	Blog			<a href="http://www.MySelectLife.com">www.MySelectLife.com</a>
	Commercial Division			<a href="mailto:Commercial@SelectGroupRe.com">Commercial@SelectGroupRe.com</a>
	eBlast Properties			<a href="mailto:Orders@SelectGroupRe.com">Orders@SelectGroupRe.com</a>
	eNewsletter			<a href="mailto:WebsiteHelp@SelectGroupRe.com">WebsiteHelp@SelectGroupRe.com</a>
	Horse & Ranch Division			<a href="mailto:HorseRanch@SelectGroupRe.com">HorseRanch@SelectGroupRe.com</a>
	iSelect Calendar - Training & Events			<a href="mailto:Events@SelectGroupRe.com">Events@SelectGroupRe.com</a>
	Luxury Division			<a href="mailto:LuxuryHomes@SelectGroupRe.com">LuxuryHomes@SelectGroupRe.com</a>
	New Broker/agent: Bio's, eSignature			<a href="mailto:Orders@SelectGroupRe.com">Orders@SelectGroupRe.com</a>
	Print Collateral			<a href="http://www.Xpressdocs.com/TheSelectGroup">www.Xpressdocs.com/TheSelectGroup</a>
Select Academy	Real Estate School	Jodi Martinez	(877) 677-9073	<a href="mailto:SelectAcademy@C21SelectGroupRe.com">SelectAcademy@C21SelectGroupRe.com</a>
Website	Setup, customization & SNAP Support	Aaron Ngai	(530) 237 - 1840	<a href="mailto:Websites@SelectGroupRe.com">Websites@SelectGroupRe.com</a>
Contract Management Platform assistance for CBMP		Leanna Kerr	(970) 771-3583	<a href="mailto:leanna.kerr@cbmp.com">leanna.kerr@cbmp.com</a>



**COLDWELL BANKER**  
**MOUNTAIN  
PROPERTIES**

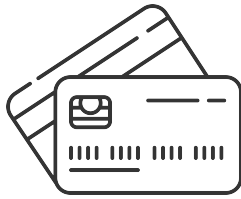
Please fill out the **ACH Despoit and Withdrawal Forms** below.

The Links below will take you to the specific jotforms you will need to fill out as part of the On-boarding Process.

**[CLICK HERE TO FILL OUT THE ACH DEPOSITS JOTFORM](#)**

**[CLICK HERE TO FILL OUT THE ACH WITHDRAWALS JOTFORM](#)**

These forms will be emails directly to our Accounting Department for any questions please reach out to Koo.Her@selectgroupepre.com



## CREDIT CARD AUTHORIZATION FORM

Schedule your payments to be automatically charged to your credit card. Just complete and sign this form to get started!

### Recurring Payments Will Make Your Life Easier:

- It's convenient (saving you time and postage)
- Your payment is always on time (even if you're out of town), eliminating late charges

### Here's How Recurring Payments Work:

You authorize regularly scheduled charges to your Visa, MasterCard, American Express or Discover card. You will be charged each billing period for the total amount of office fees due for that period. The charge will appear on your credit card statement. Expenses charged to your credit card will include charges as agreed to in Exhibit B/B-1 of the Compensation Agreement.

### I am authorizing the following:

ACH Withdrawal/Credit Card on file\*

Monthly Agent Billing and Future  
one-time charges I sign-up for

One-Time Charge Only

Listing Advantage/  
Concierge

\*A credit card processing fee for 4% will be applied to all credit card transactions. No fee for ACH Withdrawals.

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### Please complete the information below:

I \_\_\_\_\_ authorize Select Group Real Estate Services to charge my credit card  
(full name)

indicated below on or around the 10th of each month for payment of my office fees.

Billing Address \_\_\_\_\_

Phone# \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

Account Type: ☐ Visa ☐ MasterCard ☐ Amex ☐ Discover

Cardholder Name \_\_\_\_\_

Account Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

CVV (3 digit number on back of Visa/MC, 4 digits on front of AMEX) \_\_\_\_\_

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify the business in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. This payment authorization is for the type of bill indicated above. I certify that I am an authorized user of this credit card and that I will not dispute the scheduled payments with my credit card company provided the transactions correspond to the terms indicated in this authorization form.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



**COLDWELL BANKER**  
**MOUNTAIN  
PROPERTIES**

## GLOBAL CONFERENCE SAVINGS PLAN

For every closing between now and the Global Conference for your Brand, if an agent contributes \$50 of their closing towards the conference costs, the company will match dollar for dollar up to 10 closings or \$500. This fund may be used for a future conference in the event an agent is unable to attend the current year's conference. Dollars contributed by the company must be used for travel, lodgings and registration (if a badge is not earned) for the conference.

Once an agent has drawn their fund and the company match and has attended their annual conference, they may start the program over for the next year.

OPTIONS: (please check one)

☐ This year only (\_\_\_\_\_ year)

☐ Automatically renew annually for each year that I have attended the conference

I authorize the deduction of \$50.00 from each of my closings up to the maximum of 10.

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Agent Signature

Date Signed

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Branch Location



## Just Listed / Just Sold Postcard Program

### Credit Card Payment Authorization Form

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#### Please complete the information below:

I \_\_\_\_\_ authorize Select Group Real Estate Services to charge my credit card  
(Full Name)

indicated below for the production and mailing of Just Listed or Just Sold post cards each time I take a listing or close an Escrow. Administrative team will produce the postcard and I agree to review and approve the proof within 24 hours. I understand, I only need to respond if the proof requires correction. In the event I do not respond, I authorize them to order and mail the cards on my behalf.

I understand this program is automatic each time I take a listing or make a sale, unless I indicate I do not want cards on that particular listing or sale. I will indicate this decision on each listing or escrow form.

When you order a minimum of 100 post cards, on a listing or closing, the company will pay ½ the cost of the first 100 post cards. You must order a minimum of 100 cards to receive this incentive.

Billing Address \_\_\_\_\_ Phone# \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

Account Type: ☐ Visa ☐ MasterCard ☐ Amex ☐ Discover

Cardholder Name \_\_\_\_\_

Account Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

CVV (3-digit number on back of Visa/MC, 4 digits on front of AMEX) \_\_\_\_\_

☐ I do not wish to participate. Reason \_\_\_\_\_

I authorize the above-named business to charge the credit card indicated in this authorization form according to the terms outlined above. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day.

This payment authorization is for the type of bill indicated above. I certify that I am an authorized user of this credit card and that I will not dispute the scheduled payments with my credit card company provided the transactions correspond to the terms indicated in this authorization form.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give form to the  
requester. Do not  
send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	<b>2</b> Business name/disregarded entity name, if different from above.	
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>	
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code	
	<b>7</b> List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
				-				-	
<b>or</b>									
<b>Employer identification number</b>									
				-					

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person	Date
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

**Caution:** If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

**By signing the filled-out form, you:**

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding.** Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under “*By signing the filled-out form*” above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

## What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

• **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note for ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or “doing business as” (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

• **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner’s name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

### Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or	Individual/sole proprietor.
• Sole proprietorship	
• LLC classified as a partnership for U.S. federal tax purposes or	Limited liability company and enter the appropriate tax classification:
• LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

### Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

**Note:** A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

### Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

- 2—The United States or any of its agencies or instrumentalities.
- 3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- 5—A corporation.
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission.
- 8—A real estate investment trust.
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940.
- 10—A common trust fund operated by a bank under section 584(a).
- 11—A financial institution as defined under section 581.
- 12—A middleman known in the investment community as a nominee or custodian.
- 13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5. <sup>2</sup>
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

<sup>1</sup> See Form 1099-MISC, Miscellaneous Information, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

## Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

## Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/EIN](http://www.irs.gov/EIN). Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

\* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

\*\* For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.**

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Go to [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.



## Wire Fraud Policy

Wire fraud is financial fraud involving the use of telecommunications or information technology. This criminal act is done using electronic communications or an interstate communications facility. These can include a phone call, fax, email, text, or social media messaging, among others.

Select Real Estate professionals are required to remind clients about the risk of wire fraud and the importance of following the Wire Fraud Advisory provided. Our goal is to reduce the risk to zero for clients falling for Wire Fraud and losing their down payment funds. To combat this problem, we have established the following requirements:

Agents, Admins, Managers, Support Staff, and Transactions Coordinators must have the recommended language on their email signature. See eSignature instructions to learn how to set up your eSig in Outlook and Office 365 browser.

I do NOT send wiring instructions for real estate transactions via email. Please contact your title company for wiring instructions. Please do not convey your financial information via email to me. Contact me via telephone regarding any suspicious or inconsistent communications you receive from my email.

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

Every file must have a completed Wire Fraud Advisory form, signed by the buyer, regardless of which side of the transaction the Select agent is representing.

- 1) Agents **must call every Buyer a week prior to Close of Escrow** (COE) reminding them to only follow the written instructions provided in the Wire Fraud Advisory.
- 2) Agents **must send a follow-up email after their telephone conversation** confirming the importance of following only the Wire Fraud Advisory.

Suggested language:

Hi \_\_\_\_\_, we are coming up on the closing of your new home. Congratulations! As you get ready to sign the final paperwork and wire funds for closing, it is crucial to follow carefully the Wire Fraud Advisory instructions provided. Do you have any questions?

**Note:** Without proper documentation the above items have occurred, you may be liable for any damages incurred via fraud by your client.

Received and Acknowledged:

\_\_\_\_\_  
Sales Associate (Print Name)

\_\_\_\_\_  
Sales Associate (Signature)

\_\_\_\_\_  
Date



**COLDWELL BANKER**  
**MOUNTAIN  
PROPERTIES**

## DMV / MVR Authorization Form

Date: \_\_\_\_\_

Independent Contractor Name: \_\_\_\_\_

I am aware that motor vehicle reports may be obtained as part of The Select Group of Companies evaluation of my independent contractor status. The reports may be produced by Wells Fargo of California Insurance Services or its insurance company representatives(s), and may include personal information obtained from state motor vehicle departments, my driving record, an assessment of my insurability for the insurance program, or other consumer reports related to my insurability.

By signing this letter, I hereby provide my authorization for The Select Group of Companies and their insurance company representative(s) to procure such information and reports, as well as additional reports about me annually and from time-to-time as deemed appropriate, to evaluate my insurability.

Sincerely,

Sales Associate Signature

Date

\_\_\_\_\_  
Name as it appears on Driver's License

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
State of Issuance

\_\_\_\_\_  
Date of Birth



## EMERGENCY CONTACT INFORMATION

In the event of an emergency, the information you provide will be used by Select Group to contact any of the listed persons below on your behalf.

PERSONAL CONTACT INFO			
Name:		Date:	
Company:		Location:	
Cell Phone:			
PRIMARY EMERGENCY CONTACT			
Name:			
Relationship:			
Address:			
Home Phone:			
Cell Phone:			
Work Phone:			
Email:			
SECONDARY EMERGENCY CONTACT			
Name:			
Relationship:			
Address:			
Home Phone:			
Cell Phone:			
Work Phone:			
Email:			



**COLDWELL BANKER**  
**MOUNTAIN  
PROPERTIES**

## Vehicle Insurance Carrier Request Form

To: Insurance Carrier

Please add "Select Group of Real Estate, Inc. as "Additional Insured" to my automobile policy as of this date. Our company minimum requirements are \$200,000/person and \$500,000/occurrence.

Please complete the form. Return along with a copy of your policy showing the added coverage to Select Group of Real Estate, Human Resources department.

<b>AGENT/POLICY HOLDER INFORMATION:</b>		
Policy Holder Name:		Date: _____
Policy No.:		
<b>RETURN FORM &amp; POLICY TO:</b>		
Mailing Address:	Select Group of Real Estate c/o Human Resources 437 Century Park Drive Yuba City, CA 95991	
vFax No.:	(530) 237-1861	
<b>INSURANCE AGENCY ACKNOWLEDGEMENT:</b>		
The below policy holder has a current automobile insurance policy in force. The Select Group of Real Estate, Inc. has been added as "Additionally Insured" or "Interested Party" to the policy holders' insurance policy as of the date signed.		
Policy Holder Name:		
Insurance Agency:		
Phone:		
A copy is attached:		
A copy will be sent:		Days

Insurance Agency Representative Signature

Date

# CORE VALUES

**Constant and never-ending improvement.**

**Positive and inspiring.**

**Honesty without compromise.**

**We are accountable**

**We have fun.**

## MISSION STATEMENT

To create opportunities throughout our entire organization and provide an unmatched, exceptional customer experience.

### CRITICAL SUCCESS FACTORS

1. Outstanding customer experience
2. A great culture through our core values
3. Empowerment of our employees
4. Develop our people into our next leaders
5. Effective financial management
6. A scalable and reliable infrastructure
7. Grow our business by 20% per year
8. Execute 100% of the time

### KEY PHILOSOPHIC TENETS

Teamwork  
Embrace Change  
Exceed Expectations  
Whatever-it-take Attitude  
Build Scalable Systems  
Appreciate & Recognize  
Practice Open Communication  
Built to Last  
Maintain Self-Reliance Through Profitability  
Be Progressive & Innovative

The Select Group has established a set of Core Values. These values are to be embraced by everyone in our company. By signing below you are acknowledging that you have read and understand this set of core values and will to the best of your ability incorporate them in your daily life & business relationships.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

# REALTOR<sup>®</sup> Safety Pledge

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## Because I...

Care about my personal safety more than a commission check

Care about the safety of other real estate agents in the industry who might be impacted by my practices

Recognize that hosting open houses places me in an unnecessarily unsafe position

Realize that even though I may not feel unsafe, that some of my practices help set expectations from the public which place my colleagues at risk

Recognize that showing a home to strangers whom I have not met or have not submitted identification is an unnecessary risk to take

Owe it to myself, my family, and my colleagues to implement safe showing practices

## I pledge to...

Under no circumstances show a home to a stranger without first meeting them at the office or asking them to submit identification.

Educate my clients that open houses are a safety concern both for the home owner and myself.

Limit open houses as a marketing strategy and/or make prudent and safe decisions about my open house marketing efforts.

Follow my intuition, and not step into situations that I feel uneasy about.

Use the buddy system whenever I am unsure or uneasy about a showing or meeting.

Make myself available to my fellow agents as a "showing-buddy" should they ever feel the need to take someone along or feel unsafe.

Seriously consider the nature of my personal marketing, and its potential impact on my safety.

Agent Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



FOUNDATION

[www.BeverlyCarterFoundation.org](http://www.BeverlyCarterFoundation.org)



**COLDWELL BANKER**  
**MOUNTAIN  
PROPERTIES**

## Select Group Social Media Policy

### **A. What is Social Media?**

1. Social media consists of various social media platforms, ranging from blogs to social sharing sites such as YouTube, Twitter and Flickr, and social networks such as Google+, Facebook, YouTube, Instagram, Snapchat, etc.
2. There are hundreds of providers of social media services in which real estate agents may participate. The purpose of this policy is to provide guidelines intended to provide both agents and the company with responsibility, risk management and to protect the agent's and company's reputation and good will within the community. The scope of this policy is intended to relate to the use of social media and blogs in connection with The Select Group, but regardless of the social media service being used, when related to their real estate business, the agent should observe these guidelines.

### **B. Agents must be thoughtful in how they represent themselves on online social networks. The lines between public and private, personal and professional are blurred in online social networks. By identifying with the company/brand within a social network, you are now connected to colleagues, managers and clients. Agents must ensure the content associated with their page is consistent with their work with the company/brand. Agents must update all their social media platforms in compliance with the Select Group Social Media Policy.**

1. Agents are required to read and be familiar with the policies and requirements of any site on which they participate and to comply with the requirements of that site. Agents should know the privacy practices and policies of the site.
2. Agents should remain aware that items posted on social media sites may be forwarded or used for purposes other than originally intended. Agents should keep this in mind when making decisions as to what to include on their social media sites.
3. Agents must properly identify themselves when establishing a social media page in such a way that Users of the site shall know the agent's name first:
  - a. Example: First and Last name, Coldwell Banker Select Real Estate, NRED License # S.0123456
4. Agents must indicate the brokerage firm's name and agent's real estate license number in prominence to the licensee's name on their social media site and all postings.
5. Office level pages are only to be created by or with assistance from The Select Group Marketing Department.
6. Agents are responsible for assuring that the use of the site is consistent with local, state and federal laws and all applicable real estate license laws and regulations, including where necessary identifying themselves as an agent.
7. Agents may not use social media in a way that disparages the brand/company, or in a way that is deceptive, harmful, obscene, unfair, defamatory, infringing, or otherwise objectionable.
8. Agents are responsible for assuring the content and operation of their social media pages conform to the standards established with the company/brand.
9. Any statement regarding the brokerage shall clearly disclose the agent's relationship to the brokerage.
10. Agents shall disclose their status as a real estate professional as a part of any real estate related statement.
11. Agents are responsible for assuring that the agents are authorized to use any photo/audio/video posted to the site to avoid copyright issues.
12. If agents contribute commentary about the company/brand – related matters to an external audience, it is vital that they make it clear that they are only speaking for themselves.



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### Select Group Social Media Policy

13. Agents may not use the company/brand assets/logo in a manner that suggests any type of association, affiliation, partnership, sponsorship or endorsement in a way that can reasonably be interpreted or suggest it has been authorized by, or represents the company's/brand's views or opinions of the company/brand or its personnel.
14. When using the company/brand logos, the printing and/or reproduction of the logo in any format other than what is outlined in the company/brand Policy and Procedures it is not permitted.
15. Agents must submit any use of the social media, webpages, electronic materials, digital marketing pieces and websites to [marketing@selectgroupe.com](mailto:marketing@selectgroupe.com) for approval and a compliance check with the company's/brand's Policy and Code of Conduct.
16. Agents may not use the company/brand assets/logo in conjunction with any content associated with gambling, pornography, illegal activities or in a way that is deceptive, harmful, obscene, unfair, defamatory, infringing, objectionable or of a provocative nature.
17. It is required that a member of the Select Group Marketing department be included as an Administrator of any company/brand level social media pages.
18. This standard policy does not by itself exempt company managers from having a greater responsibility when using social media or otherwise communicating online. By virtue of their position, managers must consider whether personal thoughts/content published may be misunderstood as expressing company/brand positions. A manager should assume that their team will read or view all the manager's content.
19. The company/brand may request for agents to avoid certain subjects or withdraw certain content or posts if they believe that doing so will ensure compliance with applicable laws and or/policies.

I have read and understand the Select Group Social Media Policy.

Select Associate Name: \_\_\_\_\_

Select Associate Signature:

Branch Manager Signature: